

ARIZONA DEPARTMENT OF TRANSPORTATION
EQUIPMENT SERVICES

EQUIPMENT MODIFICATION REQUEST

INSTRUCTIONS

Any experimental change, design modification, installation or removal of attachments or accessories proposed for Equipment Services equipment is to be done only after approval by a District Equipment Manager, the Fleet Manager or the Fleet Administrator. The request must show justification for the action and be approved by the proper authority within the operation unit. Refer to ADOT Policy SUP 6.10 for further instructions.

Make copies for distribution as indicated at the bottom of this form. Submit copies 1, 2 and 3 to local Shop foreman for cost estimate and forward to Equipment Services. Submit sketch if appropriate.

Equipment No. _____ ORG: _____ Date: _____

Explanation of proposed change with justification:

ORG SUPERVISOR SIGNATURE

DATE

BUDGET UNIT MANAGER SIGNATURE

DATE

REMARKS _____

EQUIPMENT SERVICES USE ONLY

Direct Bill ORG _____

LOCAL SHOP FOREMAN SIGNATURE

DATE

\$ _____
Estimated Cost

AUTHORIZED EQUIPMENT SERVICES SIGNATURE

DATE

☐

Approved

☐

Disapproved

Work Order Number: _____

\$ _____
Actual Cost

Copies 2 and 3 to be returned to Shop Foreman and originating ORG after Equipment Services action.